



## Job Announcement

<http://mdcourts.gov>

TTY/D use Maryland Relay Service

### OPEN TO CURRENT DISTRICT COURT EMPLOYEES ONLY

<b>Opening Date:</b>	May 12, 2008	<b>Closing Date:</b>	May 27, 2008
<b>Job Title:</b>	District Court Supervisor II - Civil	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	000619	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	District 7, Anne Arundel County Glen Burnie, MD	<b>Grade/Salary Range:</b>	J10 \$35,916 - \$58,538
		<b>Financial Disclosure:</b>	No

#### Regular State employees subject to promotion/demotion policy

**Essential Functions:** This is supervisory work providing oversight to a staff of clerical, support service, and/or supervisory employees in the Civil Division of the District Court. Employee functions as a second line supervisor responsible for one or more subordinate supervisors. The work involves supervising staff who provide direct service to the public, and performs specialized functions supporting the courtroom section of the court. Employees in this position receive general supervision from a Division Chief.

**Education:** High school diploma or GED.

**Experience:** Four years of related experience. One year must have been in a supervisory or lead worker capacity.

**Preferred:** Graduation from the Judiciary's Court Professional Certificate Program.

**Note:** Applicants may substitute education at an accredited college or university for the required *general experience* at the rate of thirty semester credit hours for each year of experience.

**Skills/Abilities:** Knowledge of court practices, procedures, systems and equipment required to support the specialized work of the assigned unit. Ability to assign, organize, coordinate and evaluate the work of staff performing specialized clerical or first level supervisory functions; ability to adapt rapidly to a changing office environment and to reallocate staff and resources to meet work requirements; ability to recommend modifications to improve procedures and practices; ability to resolve complex procedural problems in accordance with policy, procedure and precedent; ability to deal tactfully and impartially with attorneys and the public, often under stressful circumstances; ability to communicate clearly to superiors, staff and the public. Ability to perform all essential functions of this position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, PIN, and location. Materials must be received at the address below by 5:00p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**